



## Administrative Policies and Procedures: 16.23

<b>Subject:</b>	<b>Resource Home Case Files</b>
<b>Authority:</b>	TCA 37-5-106
<b>Standards:</b>	DCS 2-104 A
<b>Application</b>	DCS Foster Care Staff and Supervisory Staff

### Policy Statement:

A case file for **resource parents** will be opened upon receipt of an application. Any and all contacts with resource parents must be documented in the Resource Home case file. All resource parent case files shall be safeguarded from unauthorized and improper disclosure of information and shall be maintained and reviewed in a systematic order consistent with the following procedure. Private provider case files may contain equivalent forms.

### Purpose:

To provide filing guidelines for ensuring that resource home case files are kept in an organized manner and contain all pertinent information.

### Procedures:

<b>A. Confidentiality Sensitivity, and access to information</b>	<ol style="list-style-type: none"><li>1. Case Files must be marked "<b>CONFIDENTIAL</b>" on the spine of the binder and will have the last name and first initial of the family. Case files must be stored out of public view.</li><li>2. When writing case recordings, staff shall be mindful of the right to confidentiality and shall not include information about persons unrelated to the case, except where those persons have a direct effect on the resource family (in which case, only relevant information shall be documented).</li><li>3. When writing case recordings, without sacrificing accuracy and completeness, staff shall be sensitive to the emotional well being of the participants involved while considering the choice of terminology used (being mindful that the resource parent, child/youth, or birth family may be voluntarily or involuntarily exposed to the documentation in the future).</li><li>4. Documentation regarding custodial children should be specific only as it relates to the resource parent.</li><li>5. Resource parents shall have access to information in their case files as outlined in the Foster Parent Bill of Rights with the exception of third party documentation, documents deemed confidential by the agency, or protected</li></ol>
--	--

	<p>health information pursuant to HIPAA.</p> <p>6. DCS may release copies of a resource parent home study to another agency upon receipt of release of information with the signature of the family. When applicable, portions of the resource parent home study may be considered public record and be released upon request. In such cases, consultation with the DCS Regional staff is appropriate, if needed.</p>
<b>B. Case File Style</b>	<ol style="list-style-type: none"> <li>1. All documents related to the resource family should be maintained in 3 ring binder. This binder will serve as the official hard case file for the family.</li> <li>2. Information contained in each section must be filed in chronological order with the most recent information located on top.</li> </ol>
<b>C. Case File Contents Organization</b>	<p>All resource family case files will be organized in the following manner, however <b>family files active prior to the effective date of this policy will be re-organized gradually as they are re-assessed or selected for auditing.</b></p> <ol style="list-style-type: none"> <li>1. <u>Home Study and Reassessments</u> <ol style="list-style-type: none"> <li>a) <u><a href="#">Resource Family Cover Sheet, CS-0675</a></u> (Always on Top)</li> <li>b) <u><a href="#">Resource Home Mutual Reassessment, CS-0692</a></u></li> <li>c) Home Study Addendums/Updates (If Applicable)</li> <li>d) Original DCS Home Study</li> <li>e) <u><a href="#">Expedited Placement Assessment Summary, CS-0682</a></u> (If Applicable)</li> <li>f) Previous or other agency studies (If applicable)</li> </ol> <p><b>Note:</b> All items listed in this section are simply the narrative summaries, all other sections are the supporting documents to these narratives and will be filed as outlined in sections # 2 - # 11, in chronological order with the most recent information located on top).</p> </li> <li>2. <u><a href="#">Resource Home Recording, CS-0709</a></u> <p>Will include documentation of all successful and attempted contacts and correspondence with resource parents.</p> </li> <li>3. <u><a href="#">Background Clearance Check-Local Criminal History, CS-0751</a></u> <p>(for all adults in the home)</p> <ol style="list-style-type: none"> <li>a) Local City Police Department</li> <li>b) Local County Sheriff Department           <ul style="list-style-type: none"> <li>◆ Note: Local background checks must include the applicant's last five (5) years of residence and remember to check the current, maiden and any other previous legal names.</li> </ul> </li> <li>c) General Sessions Court</li> </ol> </li> </ol>

- d) Circuit Court
  - e) [Internet Records Clearance, CS- 0687](#)
    - ◆ Felony Offender Registry
      - [www.tennesseeanytime.org/foil](http://www.tennesseeanytime.org/foil)
    - ◆ Meth Offender Registry
      - <http://www.tennesseeanytime.org/methor>
    - ◆ Sex Offender Registry
      - [http://www.ticic.state.tn.us/SEX\\_ofndr/search\\_short.asp](http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp).and
      - <http://www.nsopr.gov/>
    - ◆ Abuse Registry
      - <http://health.state.tn.us/abuseregistry/index.html>
  - f) [Database Search Results, CS-0741](#)
    - ◆ Child Protective Services Records Check.
    - ◆ TN Kids (Person Search)
    - ◆ Social Services Management System (SSMS)
  - g) [Fingerprint Card Information, CS-0691](#)
  - h) Fingerprint Results
4. Forms
- a) [Resource Family Application for Parenting, CS-0688](#)
  - b) [Authorization for Release of Information to DCS, CS-0668](#)
  - c) [Resource Home Study and Verifications Checklist, CS-0690](#)
  - d) [Resource Family Update Checklist, CS-0685](#)
    - ◆ (Re-assessment work aid)
  - e) [Home Safety Checklist, CS-0676](#)
  - f) [Resource Parent Medical Report, CS-0678](#) (for all adults in the home)
  - g) [Resource Parent Annual Medical Self-Report, CS-0707](#)
    - ◆ (Used only for re-assessment)
  - h) [Child's Medical Record, CS-0427](#) (for all children in the home)
  - i) [Oath of Confidentiality, CS-0673](#)
  - j) [Oath to Report Child Abuse or Neglect and Abide by the Child Safety Restraint Laws, CS-0670](#)
  - k) [Disclosure Statement \(Options/Services Available to Relatives\), Form CS-0660](#) (when applicable)
  - l) [Discipline Policy, CS-0553](#)

	<ul style="list-style-type: none"> <li>m) Eco Map</li> <li>n) Parenting Strengths Checklist</li> <li>o) <a href="#"><u>REACT Family Entry Form, CS-0697</u></a></li> <li>p) <a href="#"><u>REACT Family Status Form, CS-0698</u></a> (when applicable)</li> </ul> <p>5. <u>Verification</u></p> <ul style="list-style-type: none"> <li>a) Birth Certificate (for all household members)</li> <li>b) Valid Drivers License ( if applicable)</li> <li>c) Auto Insurance (if applicable)</li> <li>d) Pet Vaccination (for pets required to have vaccinations per state law)</li> <li>e) Current Marriage Certificate ( if applicable)</li> <li>f) Divorce Decree (for all previous marriages)</li> <li>g) Death Certificate (for any immediate family members)</li> <li>h) Final Decree of Adoption (for any past adoptions)</li> <li>i) Medical Insurance (required for adoption)</li> <li>j) Contingency Plan (required for adoption)</li> </ul> <p>6. <u>Financial/Fiscal Information</u></p> <ul style="list-style-type: none"> <li>a) <a href="#"><u>Monthly Income &amp; Expenditures Form, CS-0431</u></a></li> <li>b) Proof of all reported sources of income</li> <li>c) <a href="#"><u>Substitute W-9 Form</u></a></li> <li>d) <a href="#"><u>Special or Extraordinary Rate Request, CS-0674</u></a> (If applicable)</li> <li>e) <a href="#"><u>Supplemental Respite Billing Form, CS-0656</u></a> (If Applicable)</li> <li>f) <a href="#"><u>Standard Claim Form, CS-0493</u></a> (with receipt copies)</li> </ul> <p>7. <u>Placement Contracts</u></p> <ul style="list-style-type: none"> <li>a) <a href="#"><u>Expedited Child Placement Contracts, CS-0626</u></a> (If Applicable)</li> <li>b) Foster Care Placement Contracts <ul style="list-style-type: none"> <li>◆ <a href="#"><u>CS-0565</u></a> or <a href="#"><u>CS-0530</u></a> (As Appropriate)</li> </ul> </li> <li>c) <a href="#"><u>Resource Home Placement Checklist, CS-0544</u></a></li> </ul> <p>8. <u>Training</u></p> <ul style="list-style-type: none"> <li>a) PATH Completion Certificate</li> <li>b) Child's PATH Participation Certificate (If Applicable)</li> <li>c) In-Service Training Completion Certificates</li> </ul> <p>9. <u>Incident Reports/Corrective Action Plans</u> (if applicable)</p> <ul style="list-style-type: none"> <li>a) Serious Incident Reports</li> <li>b) Complaint Letters/Memos</li> </ul>
--	---

	<p>c) Corrective Action Plans</p> <p>10. <u>Correspondence</u></p> <p>a) <a href="#"><u>Resource Parent Approval, CS-0702</u></a></p> <p>b) Denial Letter (if applicable)</p> <p>c) Other Letters, notices or written correspondence</p> <p>d) Interstate Compact on the Placement of Children documents (if applicable)</p> <ul style="list-style-type: none"> <li>◆ <a href="#"><u>Interstate Compact Placement Request (100A), CS-0525</u></a></li> <li>◆ <a href="#"><u>Interstate Compact Report on Child's Placement Status (100B), CS-0532</u></a></li> </ul> <p>e) Interstate Compact on Juveniles documents (if applicable)</p> <p>11. <u>Miscellaneous</u></p> <p>a) Family Photograph</p> <p>b) Autobiography</p> <p>c) PATH In Review Homework</p> <p>d) Family Home Floor Plan (indication fire escape route)</p> <p>e) <a href="#"><u>Authorizations for DCS Custodial Child to Travel out of State /Out of Country, CS-0679</u></a> (if applicable)</p> <p>f) <a href="#"><u>Shared Home Authorization, CS-0672</u></a> (if applicable)</p> <p>g) <a href="#"><u>Resource Parent Exit Interview, CS-0693</u></a> (if applicable)</p> <p>h) Miscellaneous Work Aid Documents (if applicable)</p> <p><b><u>Note: Private Provider Agencies may use equivalent forms, provided the content of the forms capture the content of the forms listed above.</u></b></p>
D. Documentation	<p>1. Case recording will begin utilizing the <a href="#"><u>Resource Home Recording, form CS-0709</u></a> upon receipt of the application for parenting. All significant events that occur with the family should be documented within the week they occur and <b>form CS-0709</b> should be printed and filed on a monthly basis until a decision is made regarding the family's approval.</p> <p>2. A summary of the interaction and participation of resource parent applicants during PATH and the home study process must be documented in the case file.</p> <p>3. An entry must be made in the family case file to indicate when the home study was submitted for approval, when the study was approved or denied, and if the study was denied, the reason for the denial must be stated.</p> <p>4. Once a family is approved as resource parents all significant events that</p>

	<p>occur with the family should be documented within the week they occur.</p> <ol style="list-style-type: none"> <li>5. The quarterly summary should include a quarterly entry that summarizes the contact/activities of the previous quarter. The summary should also highlight the strengths demonstrated and the challenges faced by the family during the quarter and should be written in clear, concise sentences. The summary must not include slang language or subjective/personal value judgments. This process is to be maintained until the home is closed.</li> <li>6. E-mail correspondence with resource parents is not to include confidential, identifying information and should be minimized when possible because of the potential security risk associated with electronic communication outside of GroupWise.</li> <li>7. Abbreviations and acronyms used must be commonly understood and acceptable.</li> <li>8. All contacts with resource parents, either successful or attempted shall identify: <ol style="list-style-type: none"> <li>a) The name of the person contacted or attempted contact person,</li> <li>b) The location of the contact or attempted contact location,</li> <li>c) The beginning and end times of the contact or contact attempt, and</li> <li>d) If telephone contact was made, list who initiated the telephone call and if a message was left if there was no answer.</li> </ol> </li> <li>9. The narrative of case recordings that document contacts (home visits, significant telephone calls or written correspondence) with resource parents shall be written in the following "PC-COP" format and entered into TNKids: <ol style="list-style-type: none"> <li>a) <b>Purpose of Contact</b> – Why it was necessary to contact the family (i.e. to gather information, a response to a call or letter, to set up a visit etc.)</li> <li>b) <b>Content</b> - What was discussed and/or accomplished.</li> <li>c) <b>Observation/Assessment</b> -State in observable/measurable terms: individual behaviors and appearance, interactions among party's present, significant environmental factors, any progress made.</li> <li>d) <b>Plan</b> - State what is to be done next as a result of this contact, or as a natural progression of the case management process, including date/time and location of the next planned contact.</li> </ol> </li> </ol>
<b>Forms:</b>	<i>Located in Case File Contents</i>
<b>Collateral Documents:</b>	Case Process Review